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## *Memorandum*

TO: Administration Committee

DATE: July 6, 2011

FR: Deputy Executive Director, Policy

W. I. 1517

RE: Contract Amendment – Transit Sustainability Project (TSP): Transportation, Management and Design, Inc.

Staff recommends that this Committee authorize a contract amendment with Transportation, Management and Design, Inc. (TMD) for consultant support for the TSP. In March 2010, this Committee approved a pre-qualified consultant list, including TMD, to assist MTC in implementing the TSP. The selected consultants are available to assist with the TSP on a task order basis.

The technical work for the TSP has been underway since May 2010 and it is critical that the various tasks (financial, service and institutional) be more closely coordinated in a single coherent set of recommendations by the end of the year. This is particularly true for the relationship between the service analysis and the institutional analysis. The focus areas of work will be: identifying opportunities to optimize the resources in the region through functional coordination and consolidation; service planning, service delivery and service levels supported by an institutional framework; benchmarking to measure future improvement across several indicators; and improving the customer experience.

Under an existing contract for \$600,000, TMD led the analysis of transit costs associated with agency work rules, has assisted with the development of overall performance measures and is leading the evaluation of existing service using performance metrics. TMD is also currently conducting a comprehensive operations analysis of the Inner East Bay, including the BART and AC Transit service areas. TMD's work to date has been exemplary, and they have demonstrated deep understanding of financial, service and organizational issues critical to delivering a sustainable transit system. Of the pre-qualified firms, staff has determined they are the best suited to deliver the proposed task order.

### **Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Transportation, Management and Design, Inc. for \$300,000 to assist with and conduct analyses for the Transit Sustainability Project.

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Ann Flemer

CC: AF

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.:	1517
Consultant:	Transportation, Management and Design, Inc. Carlsbad, CA
Work Project Title:	Transit Sustainability Project
Purpose of Project:	To evaluate the region's transit system and to establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused.
Brief Scope of Work:	Conduct the pricing analysis component of the Transit Sustainability Project.
Project Cost Not to Exceed:	\$300,000 (this Amendment) Contract to date, including amendments: \$600,000
Fiscal Impact:	\$265,590 in Federal Transit Administration 5303 funds; \$34,410 in local matching funds; all funds are included in MTC FY 2011-12 budget.
Motion by Committee:	That the Executive Director or his designated representative is authorized to negotiate and enter into a contract amendment with Transportation, Management and Design, Inc. for the work identified above and the Chief Financial Officer is authorized to set aside funds up to \$300,000 for such amendment.
Administration Committee:	<hr/> Dave Cortese, Chair
Approved:	July 13, 2011